

UBC Okanagan Academic Furniture Renewal Committee

Terms of Reference

Purpose

The UBC Okanagan Academic Furniture Renewal Committee is responsible for the disbursement of central funding allocated to Facilities Management for renewal of classroom and informal learning space furniture during the 2016/17 fiscal year.

Mandate

The committee's mandate is to prioritize existing campus furniture for strategic renewal of centrally owned furniture in classrooms and informal learning spaces. A student-centric approach will be adopted for furniture selection to enhance campus experience and create dynamic spaces.

Composition

Chair:

The UBC Okanagan Academic Furniture Renewal Committee will be chaired by the Facilities Department Manager, Landscape & Contract Services. The role of the Chair is to:

- Call meetings and provide notice of each meeting confirming date, time, location, and agenda
- Ensure meetings are properly recorded and minutes are circulated
- Ensure that agreed follow-up actions as documented are completed
- Track expenditures and provide relevant reports

Voting Members:

Committee members are selected based on individual knowledge of campus learning spaces. The committee will review the annually updated Furniture Inventory Audit which identifies and assesses existing furniture, and make recommendations for the expenditure of funds for furniture renewal.

- IT Media and Classroom Services Representative
- Space Planning, Campus Planning & Development Representative
- Campus Health & Wellness Representative
- Facilities Management Representative
- The Centre for Teaching and Learning Representative
- Student Services & Financial Support Representative

Jurisdiction

The committee's scope will include classroom furniture, study room furniture, informal learning spaces within academic buildings and campus grounds, and centrally owned event furniture. Out of scope furniture will include new projects and renovations administered by Project Services, A/V equipment and specialized A/V furniture, whiteboards, waste receptacles, office furniture, and furniture within areas under the responsibility of a department or faculty, collegiums, food service areas, and Student Union leased space.

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Governance

The committee reports to the Associate Director, Facilities Management. Decisions will be made by majority vote with quorum achieved when 5 of 7 members including Committee Chair are present.

Appeals regarding decisions made by the committee can be sent in writing to the Director of Campus Operations and Risk Management Services.

Discussion Inputs

- Use of committee members' understanding of campus furniture needs
- Review of VOICE Campaign for information provided by surveying students regarding informal learning space needs
- Facilities Management staff input regarding furniture repair considerations
- Consideration of campus events and conferences furniture requests
- Adherence with Campus Design Guidelines and UBC Technical Guidelines
- Risk Management Services input for ergonomic considerations when applicable
- Building owners input will be sought when areas within their building are prioritized for furniture renewal

Discussion Outcomes

- Prioritized list of furniture/spaces requiring renewal
- Specific furniture selected to achieve objectives based on above mentioned priorities

Procedures:

- The Academic Furniture Renewal Committee meets at least once per month
- The agenda is prepared by the committee chair with support from working members
- Disbursement of funds coordinated by Facilities Management (committee chair)

Review and Assessment of the Committee:

The committee will provide an annual report on its activities and evaluate its performance and provide that information to the Associate Director, Facilities Management, and Director of Campus Operations and Risk Management Services.